



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 11405

POSITION TITLE: CASE MANAGER I **JG:** 16

LOCATION: 10th JUDICIAL DISTRICT - SUFFOLK COUNTY
SUFFOLK COUNTY DISTRICT COURT

BASE SALARY: \$56,411 + LOCATION PAY \$4,775

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and two (2) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Case Managers I report to the Chief Clerk and Project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

ASSIGNMENT: This position is assigned to the Suffolk County District Court. Duties include but are not limited to: provide case management and monitoring services including interview participants to determine need for services; refer participants to psychological or counseling services; conduct psycho-social evaluations and prepare reports; report participant compliance on programs and recommend sanctions; make preliminary case recommendations to the court; determine progress and need for services; and preparing clients for discharge to the community, administering drug tests and maintaining case files.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by mail to:

WARREN G. CLARK, ESQ.
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: April 12, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 10, 2024

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